



**Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Annual Performance Report (APR)
Catalog of Federal Domestic Assistance (CFDA): 93.094
Funding Opportunity Announcement (FOA) Number: CDC-RFA-DP13-130203CONT15**

**Well Integrated Screening and Evaluation for Women Across the Nation
(WISEWOMAN) Program**

National Center for Chronic Disease Prevention and Health Promotion

Eligibility:

This award will be a continuation of funds intended only for grantees previously awarded under **DP13-1302: WISEWOMAN** Program.

Application Submission:

CDC requires grantees to submit their Annual Performance Reports (APR), which serves as the continuation application, through www.Grants.gov NLT 120 days prior to the end of the budget period.

If you encounter any difficulties submitting your annual performance report through www.Grants.gov, please contact CDC's Technical Information Management Section at 770-488-2700 prior to the submission deadline. If you need further information regarding the annual performance report process, please contact Ebony Holt, Grants Management Officer, at 770-488-5872. For programmatic information, please contact Dianne May, Project Officer, at 770-488-5202.

Reports must be submitted by **February 26, 2015, 11:59 pm EST** on Grants.gov for Reporting Period January 2014-December 2014. Late or incomplete reports could result in an enforcement action such as a delay in the award or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

General Application Packet Tips:

- Properly label each item of the application packet
- Each section should use 1.5 spacing with one-inch margins
- Number all narrative pages only
- This report must not exceed 45 pages excluding administrative reporting; allowed, but web links are allowed
- Where the instructions on the forms conflict with these instructions, follow these instructions

1. CDC requires the use of PDF format for ALL attachments.
2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.
3. Directions for creating PDF files can be found on www.Grants.gov

Checklist of required contents of application packet:

1. SF-424 Application for Federal Domestic Assistance-Short Organizational Form
2. SF-424A Budget Information-Non-Construction Programs
3. Budget Justification
4. Indirect Cost Rate Agreement
5. Project Narrative

Instructions for accessing and completing required contents of the application package:

- a) Go to: www.Grants.gov
- b) Select: “Apply for Grants”
- c) Select: “Step 1: Download a Grant Application”
- d) Insert the CDC-RFA-DP13-130203CONT15 only
- e) Download application package and complete all sections.

1. SF-424 Application for Federal Domestic Assistance-Short Organizational Form:

Complete all sections:

- A. In addition to inserting the legal name of your organization in Block #5a, insert the CDC Award Number provided in the CDC Notice of Award. Failure to provide your award number could cause delay in processing your application.
- B. Please insert your organization’s Business Official information in Block #8.

SPECIAL NOTE: Items 2, 3, and 4 should be attached to the application through the “Mandatory Documents” section of the “Grant Application” page. Select “Other Attachments Form” and attach as a PDF file.

2. SF-424A Budget Information and Justification:

- A. Download the form from www.grants.gov.
- B. Complete all applicable sections.
- C. Estimated Un-obligated
 1. Awardees may request up to 75% of anticipated unobligated funds at the end of the current budget period.
 2. If use of estimated un-obligated funds is requested in addition to funding for the next year, complete all columns in Section A of SF-424A and submit an interim Federal Financial Report (FFR), Standard Form-425, available on the CDC internet at <http://grants.nih.gov/grants/forms.htm#closeout>.

- D. The estimated un-obligated balance should be realistic in order to be consistent with the annual FFR to be submitted via eRA Commons following the end of the budget period.
- E. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount.
- F. If it appears there will be insufficient funds
 - 1. Provide detailed justification of the shortfall
 - 2. List the actions taken to bring the obligations in line with the authorized funding level.
- G. The proposed budget should be based on the federal funding level stated in the letter from CDC.
- H. In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested to support the activities to be carried out with those funds. Attach in the “Mandatory Documents” box under “Budget Narrative Attachment Form.” Document needs to be in the PDF format.
- I. The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Guidance. The sample budget guidance is provided on CDC’s internet at: <http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>.
- J. For any new proposed subcontracts provide the information specified in the Budget Guidance.
- K. When non-federal matching is required, provide a line-item list of non-federal contributions including source, amount, and/or value of third party contributions proposed to meet a matching requirement.

3. Indirect Cost Rate Agreement (This is not applicable to grantees subject to OMB Guidance A-21 – Educational Institutions. The rates stay the same as the first year award.):

- A. If indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those Grantees under such a plan.
- B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- D. If an Indirect Cost Rate Agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consistent with the grantee’s/applicant’s approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the Budget Guidelines (<http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>) for additional information.
- E. If applicable, attach in the “Mandatory Documents” box under “Other Attachments Form”. Name document “Indirect Cost Rate.”

4. Project Narrative:

- A. Executive Summary

- i. Briefly describe current budget year accomplishments and highlights of plans for the new budget period.
- B. Program Information
 - i. Briefly summarize any changes or gaps in program personnel and proposed changes.
- C. Current Budget Period Progress
 - i. Provide a succinct description of your accomplishments and progress made in meeting each of the budget period activities and objectives. If objectives were not met, you should provide the reason(s) for not meeting them and identify strategies to be implemented to achieve unmet objectives.
 - ii. Report evaluation progress or results for the work completed to date (including any data about the effects of the program).
 - iii. Attach in the “Mandatory Documents” box under “Project Narrative Attachment Form”. Document needs to be in PDF format.
- D. New Budget Period Proposed Objectives and Activities (Annual Work Plan) (July 1, 2015 – June 30, 2016)
 - i. When developing objectives and activities for the new budget period, funded programs should keep in mind the implementation of WISEWOMAN Performance Measures for this FOA. Funded programs are encouraged to use the WISEWOMAN Work and Evaluation Template Plan.
 - ii. Include SMART objectives (Specific, Measurable, Achievable, Relevant, Time-phased) that will result in meeting or exceeding expectations for all WISEWOMAN components (Program Management, National Center for Chronic Disease Control and Prevention Domains, and Evaluation).
 - iii. In addition to this information, include comments pertaining to budgetary issues that might hamper the success or completion of the project as originally proposed and approved. Please utilize the work plan format in the original work plan, if applicable.

Section I. Current Budget Period Progress:

Provide a brief report addressing the following elements of each objective or activity.

The *annual performance report* for Jan. 1, 2014 through Dec 31, 2014, must report on the following information within the dates Jan 2014 – Jun 2014 of the last budget period and Jul 2014 – Dec 2014 of the current budget period.

- **Performance Measures** (including outcomes)—Awardees must report on performance measures for each budget period and update measures, if needed.
- **Evaluation Results**—Awardees must report evaluation progress or results for the work completed to date (including any data about the effects of the program).
- **Work Plan**—Awardees must update work plan each budget period.
- **Successes**
 - Awardees must report progress on completing activities outlined in the work plan.
 - Awardees must describe any additional successes (e.g., identified through evaluation results or lessons learned) achieved in the past year.
 - Awardees must describe success stories.
- **Challenges**

- Awardees must describe any challenges that might affect their ability to achieve annual and project-period outcomes, conduct performance measures, or complete the activities in the work plan.
- Awardees must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year.
- **CDC Program Support to Awardees**
 - Awardees must describe how CDC could help them overcome challenges to achieving annual and project-period outcomes and performance measures, and completing activities outlined in the work plan.
- **Administrative Reporting** (No page limit)
 - SF-424A Budget Information-Non-Construction Programs.
 - Budget Narrative–must use the format outlined in “Content and Form of Application Submission, Budget Narrative” section.
 - Indirect Cost-Rate Agreement.

Section II. New Budget Period (July 1, 2015 through June 30, 2016) Proposed Objectives and Activities:

- A. List proposed objectives for the upcoming budget period. These objectives must support the intent of the original Funding Opportunity Announcement (FOA) or Program Announcement (PA).
- B. Each objective and activity must contain a performance or outcome measure that assesses the effectiveness of the project.
- C. For each objective:
 - 1. List activities that will be implemented;
 - 2. Provide a timeline for accomplishment;
 - 3. Identify and justify any redirection of activities; and
 - 4. Explain the methods you will use to implement the new, redirected activities.
- D. In addition to this information, include comments pertaining to budgetary issues that might hamper the success or completion of the project as originally proposed and approved. Please utilize the work plan format in the original work plan, if applicable.

For budget period 01 and beyond of the award, awardees may request up to 75% of their estimated unobligated funds be carried over into the next budget period.

The carryover request must:

- Express a bona fide need for permission to use an unobligated balance;
- Include a signed, dated, and accurate Federal Financial Report (FFR) for the budget period from which funds will be transferred (NTE 75% of unobligated balances); and
- Include a list of proposed activities, an itemized budget, and a narrative justification for those activities.
- Request should be on letterhead and signed by the PI and the Business Official

****If the grantee is requesting the use of unobligated funds the request should be submitted as a separate budget. The grantee should submit one budget for year 03 funding and one budget for the unobligated amount.****

5. Additional Program Requirements (If applicable)

- A.** Programs should conduct a community scan in program year 03 (July 1, 2015 to June 30, 2016). The community scan should be included in work plan activities. Description of how the scan results will be used should be included in the narrative.
- B.** Recipient financial participation is required for WISEWOMAN in accordance with the authorizing legislation. Section 1502(a) and (b)(1), (2), and (3) of the PHS Act, as amended, requires matching funds from non-Federal sources in an amount not less than one dollar for every three dollars of Federal funds awarded under this program.
- C.** Describe systems and strategies in place to ensure that women return for rescreening or alternate evaluation follow-up to show impact.
- D.** Describe plans to fill any vacancies or add other staff (if any vacancies exist).
- E.** Describe methods/activities to assess/measure the effectiveness of the trainings and technical assistance and revise as indicated.
- F.** Programs are required to submit MDEs on October 1, 2015, and April 1, 2016 that have been validated and determined to be as accurate as possible.

Performance Measure Reporting: CDC programs must require awardees to submit performance measures annually as a minimum, and may require reporting more frequently. Performance measure reporting must be limited to data collection. When funding is awarded initially, CDC programs must specify required reporting frequency, data fields, and format.

Grantees are expected to meet or exceed the following performance measures. Please complete the table below for reporting period, Jan. 1, 2014 through June 30, 2014 and a second table for current year progress, year 02, July 1, 2014 through December 31, 2014. Under progress, please indicate if the performance measure was met or unmet in year 01 or is on target for the current year. . Under comments, please briefly describe elements that contributed to meeting the performance measure, challenges to meeting it and strategies to facilitate meeting it.

Reporting period Jan. 1, 2014 through June 30, 2014

Performance Measure	Progress (met or unmet)	Comments
1. Program submits minimum data elements files on schedule and with no more than a 5% error rate. (Calculated from final MDE submission for each period and provided in a final validation report.)		

2. Program has actively engaged with a minimum of two public or private partner organizations to promote and support environmental changes for increased physical activity, access to healthy food choices, smoking cessation and elimination of exposure to secondhand smoke. (Data source is information provided in the annual performance reports (APRs).)		
3. Program has met or exceeded 95% of its CDC approved screening goals. Screening goals include baseline and rescreenings. (Calculated using MDEs.)		
4. Program delivers risk reduction counseling to 100% of women screened. Risk reduction counseling includes appropriate referral to health coaching, community resources or lifestyle programs. (Calculated using MDEs and APRs.)		
5. Program follows-up with 100% of women with abnormal blood pressure values. Follow-up parameters should be determined by WISEWOMAN guidelines and facility medical protocol. (Calculated using MDEs and APRs.)		
6. Program ensures that 80% of women referred to a lifestyle program or health coaching participate in the program. Participation is defined as attendance at a minimum of one lifestyle program or coaching session. (Calculated using MDEs.)		
7. Program ensures that 60% of women who participate in a lifestyle program or health coaching complete the program. Completion is defined as the number of sessions that the evidence base for the program has determined to be required for behavior change. (Calculated using MDEs and APRs.)		

Current year progress (July 1, 2014 through December 31, 2014)

Performance Measure	Progress (on target or not)	Comments
1. Program submits minimum data elements files on schedule and with no more		

than a 5% error rate. (Calculated from final MDE submission for each period and provided in a final validation report.)		
2. Program has actively engaged with a minimum of two public or private partner organizations to promote and support environmental changes for increased physical activity, access to healthy food choices, smoking cessation and elimination of exposure to secondhand smoke. (Data source is information provided in the annual performance reports (APRs).		
3. Program has met or exceeded 95% of its CDC approved screening goals. Screening goals include baseline and rescreenings. (Calculated using MDEs.)		
4. Program delivers risk reduction counseling to 100% of women screened. Risk reduction counseling includes appropriate referral to health coaching, community resources or lifestyle programs. (Calculated using MDEs and APRs.)		
5. Program follows-up with 100% of women with abnormal blood pressure values. Follow-up parameters should be determined by WISEWOMAN guidelines and facility medical protocol. (Calculated using MDEs and APRs.)		
6. Program ensures that 80% of women referred to a lifestyle program or health coaching participate in the program. Participation is defined as attendance at a minimum of one lifestyle program or coaching session. (Calculated using MDEs.)		
7. Program ensures that 60% of women who participate in a lifestyle program or health coaching complete the program. Completion is defined as the number of sessions that the evidence base for the program has determined to be required for behavior change. (Calculated using MDEs and APRs.)		